CONFIDENTIAL

MEMORANDUM OF AGREEMENT

Between

THE OFFICES OF TECHNICAL SERVICES AND INFORMATION TECHNOLOGY

for

DISPERSED OFFICE SUPPORT

1. BACKGROUND

   The Office of Information Technology (OIT) and the Office of Technical Services (OTS) are jointly involved in the development and support of Automated Data Processing (ADP) systems whose success is crucial to Agency operations. This Memorandum of Agreement (MOA) recognizes the importance of a smooth working relationship between OTS and OIT, and establishes an OIT Dispersed Office Support (DOS) unit within OTS. The purposes of the DOS unit are to provide timely information services to OTS; to ensure these services are responsive to the priorities of senior OTS management; to foster good communications between system implementors and OTS customers; to greatly enhance the implementors' understanding and knowledge of customer activities; and to provide for customer visibility into the system development and maintenance process.

2. AUTHORITY AND IMPLEMENTATION DATE

   The approving signatures affixed to this MOA shall constitute its authority. The OIT DOS unit shall be constituted and formally begin operations within thirty days of the latest approving signature date. This MOA can be changed with the approval of both offices and shall remain in effect until formally rescinded by either of the two offices.

3. TERMS OF THE AGREEMENT

   OIT and OTS jointly agree that an OIT DOS unit shall be established within OTS during the implementation period of this MOA. The terms of this agreement are as follows:

   3.a. The DOS unit shall serve as the Information Services Branch within OTS. It shall be composed of OIT careerists, OTS careerists, and ADP contractors.

25X1

CONFIDENTIAL

3.b. OIT shall designate a member of the DOS unit to serve as its on-site manager. The DOS unit manager shall manage the staff and contract personnel assigned to the DOS unit.

3.c. The DOS unit manager shall report to Chief, OTS Support Group.

3.d. The DOS manager or his/her designee shall write or review the annual Performance Appraisal Reports (PARs) for the DOS unit staff members. The DOS unit manager's PAR shall be written by Chief, OTS Support Group and reviewed by Chief, Development Services Group (DSG), OIT. The Chief, Development Services Group, OIT shall review the DOS unit manager's performance with respect to adherence to OIT development standards, policies, and practices.

3.e. D/OTS shall have the right to interview and approve the individual recommended by OIT for the DOS unit manager position. OIT shall make all MZ personnel recommendations to the unit for OTS review and approval. OTS shall make any additional RT assignments to the unit as appropriate.

3.f. The OIT DOS manager will insure that the OIT personnel are represented on the appropriate OIT career sub-panel. The DOS manager will attend periodic OIT/DSG project status meetings and will participate in OTS career management forums.

3.g. The OIT DOS unit will consist of 12 positions as follows:

Four (4) positions will be provided by OTS and converted to MZD positions for the applications programmers.

Three (3) MZD positions will be provided by OIT for applications programmers.

One (1) position is currently provided by OTS for the MZI career service and is filled by the Information Management Officer.

The following positions will be initially included in the DOS unit. At the time an additional customer requires ISC services, the ISC will become independent of the DOS unit, and the ISC Chief will no longer report to the OTS DOS Chief. An annual review will be held to determine any necessary adjustments.

One (1) MZI position is currently provided by OIT for the Chief, ISC.

Three (3) positions are currently provided by OTS for the MZI career service and are filled by the ISC personnel.

These twelve positions shall have an appropriate grade level distribution. All but the ISC Chief shall be on the Table of Organization of OTS. See Appendixes 2 and 3. Upon termination of this MOA the positions referenced in Appendixes 2 and 3 will revert back to their respective offices.

3.h. OIT shall be responsible for staffing the DOS unit with 7 MZD personnel and 5 MZI personnel. Personnel assigned to the DOS unit will have an appropriate mix of ADP skills and experience. OIT personnel shall be assigned to the DOS unit for a tour of duty. The staffing level for the DOS effort shall be reviewed annually by OTS and OIT. Mutually agreeable adjustments to the level of effort may be made following the annual review. Should OTS desire to increase the number of MZ personnel in the DOS unit, it shall provide the required personnel positions and convert them to MZ.

3.i. All development and maintenance required by OTS will be the responsibility of the DOS unit.

3.j. The existing OIT rotational program in OTS will be eliminated. As a transitional vehicle, all existing rotational agreements will be honored as part of the DOS program.

3.k. The final decision for work approvals and priorities shall reside with OTS. The OIT DOS unit manager shall be responsible for managing the resources of the unit to maximize the responsiveness and quality of ADP services to OTS. He/she shall review all requests for work, and shall provide formal estimates for accomplishing the work, along with recommended alternatives, if any.

3.l. OTS shall be responsible for funding any ADP equipment, software, and contractors required to accomplish the work of the DOS unit. The OIT DOS unit manager shall assist OTS in budget formulation by preparing estimates and cost justifications for DOS efforts.

3.m. OTS shall use the DOS unit manager as the focal point for identifying and coordinating ADP or communications activities which can reasonably be expected to affect the OIT services network.

4. OTS RESPONSIBILITIES

In addition to other responsibilities defined in this MOA, OTS shall:

4.a. Establish a mechanism for reviewing, screening, selecting, and prioritizing ADP requirements which OTS provides to the DOS unit.

3

CONFIDENTIAL

CONFIDENTIAL

4.b. Define the functional requirements, participate in reviews and conduct formal acceptance tests for DOS unit deliverables where appropriate.

4.c. Fund appropriate ADP training for all personnel assigned to the DOS unit.

4.d. Provide the DOS unit personnel with working space, clerical support, and ready access to an adequate number of computer terminals, personal computers, and printers, with the exception of the ISC which already occupies OIT space.

5. DOS UNIT RESPONSIBILITIES

In addition to other responsibilities defined in this MOA, the DOS unit shall:

5.a. Develop and maintain, under the direction of OTS, an OTS ADP strategic plan as part of the overall DS&T strategic ADP plan.

5.b. Establish a mechanism for responding to the OTS's ADP requests with formal estimates and alternatives.

5.c. Develop, enhance, maintain, and support, according to OIT standards, new ADP systems in response to the priorities and requests of OTS.

5.d. Perform maintenance and make enhancements as directed by OTS to all projects or systems defined in Appendix 1.

5.e. Supervise the Information Services Center (ISC).

5.f. Supervise the ADPCO functions, IMO duties, TSCO duties, Registry and Cable Traffic functions.

25X1

25X1

5.g. Supervise the WANG Senior System Administrators and function as liaison with OC, IMS, OS, and OIT.

5.h. Function as the on-site project manager for DOS contractor support including software procurement and development.

5.i. Provide on-site ADP consulting and assistance to OTS personnel.

6. OIT/DSG CENTRAL SERVICES

OIT/DSG will continue to centrally:

6.a. Manage the careers for all OIT DOS unit staff personnel.

4

CONFIDENTIAL

CONFIDENTIAL

6.b. Manage the Agency's Corporate Data Program. This function will include: Corporate Data planning and the establishment of the Corporate Data architecture; definition and enforcement of standards, procedures, and guidelines for Integrated Database Management System/Relational (IDMS/R) project development; provision of Data Base Administration (DBA) support to IDMS/R project developers; maintenance of the IDMS/R Integrated Data Dictionary; and Corporate project development, as appropriate.

6.c. Establish and enforce system development standards, guidelines, and methodologies.

6.d. Through a senior technical OIT/DSG review panel, ensure that all development efforts including those managed by the DOS unit, comply with applicable standards for architecture and development, unless otherwise exempted.

7. OIT CENTRAL SERVICES

OIT will continue to centrally:

7.a. Define the architecture and install and maintain Agency-wide communications and computing systems.

7.b. Define the primary Agency architecture for field computing.

CONCUR:

25X1

Director, Office of Technical Services

IO 4 NOV 19 3
Date

25X1

Director, Office of Information Technology

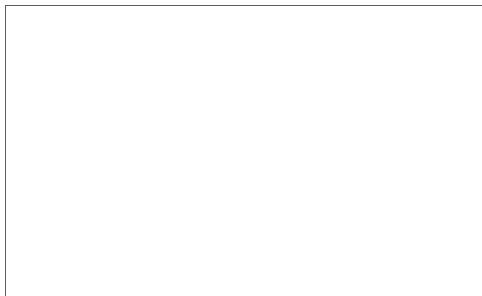2 NOV 1988
Date

5

CONFIDENTIAL

Page Denied

Next 1 Page(s) In Document Denied

CONFIDENTIAL

APPENDIX 2

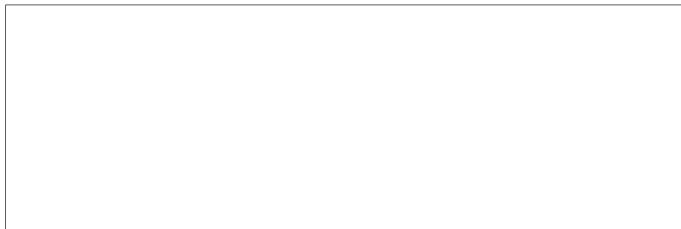List of RT positions being converted MZD.

25X1

CONFIDENTIAL

CONFIDENTIAL

APPENDIX 3

List of MZ positions being transferred to the T/O of OTS.

25X1

*One point will be taken from this GS-12 position to upgrade the DOS chief position from GS-14 to GS-15, resulting in a grade level of GS-11 for this position.

9

CONFIDENTIAL